

**TOWN OF HAMILTON
BOARD OF SELECTMEN
AUGUST 25, 2014**

The Board of Selectmen met at Hamilton Town Hall at 7:00 p.m. on Monday, August 25, 2014 with Scott Maddern, David Neill, Marc Johnson, Jeff Hubbard, and Jennifer Scuteri present. Town Manager Michael Lombardo, Finance Director Deborah Nippes-Mena, and DPW Director Bill Redford also present.

Call to order

Scott Maddern called the meeting to order at 7:00 p.m.

Public Comment

Carin Kale, LWV President, described postcard mailing from the League to Hamilton households that contains primary election information as well as "Know your town" information that could be found on the League's website.

Town Manager's report

Town Manager Michael Lombardo noted that Jim Kent of Hamilton Avenue had thanked Town for paving his street, and Lorraine Der, HW Public Library Children's Librarian expressed thanks for assistance with 16th annual vehicle event at the library. The Town Manager thanked residents for their conservative water consumption this summer.

Chairman/Selectmen reports

David Neill commented on the Arts Fair held in Wenham. Jennifer Scuteri provided an update on recent Community Preservation Committee meeting where CPA funding is coming in strong and there have been some recreation requests. The Committee wants to do more planning, community outreach, and open space land acquisition. She added that Hamilton is a great place to live and the tax rate has dropped. Jeff Hubbard opined that the tax rate has dropped in large part because the HWRSD has returned \$3 million to the supporting towns in the last few years. Marc Johnson noted that the Town looks wonderful and that many residents are enjoying the area. Scott Maddern spoke to discussion with CPC about getting a pool funded where the Committee was in favor of a request for a not to exceed number that could be requested at ATM. Also, that pool working group activity would be discussed at a joint meeting between Wenham and

Hamilton Board of Selectmen. In addition, there would be a review between BOS, Fin Com and HW School Committee Chair Bill Wilson on Wednesday on 3 year financial plan and financial forecast. The COA will hold a grand opening event now that kitchen update is completed. Maddern asked for Board input on cellphone policy, and thanked organizers of Jane Wetson's retirement celebration.

CONSENT AGENDA

Maddern read items on Consent Agenda.

- **Approve Minutes** – August 13, 2014 Regular Session
- Vote to change the **Public Safety Building Gift Account** to a **Facilities and Grounds Keeping Gift Account** under the direction of the Town Manager.

Maddern entertained a motion to accept the Consent Agenda as read. Johnson so moved. Neill seconded the motion. The reason for the change in the gift account is that it was established when the Town was raising money for the cupola on the Public Safety Building. If the Town had one Facilities and Grounds Keeping Gift Account this would be one repository for donated funds for four facilities in Town that would be under the direction of the Town Manager (i.e., gift of \$6,500 from Hamilton Development Corporation for the benches to be installed downtown). There is currently \$1,319.64 in the account to be used for a new refrigerator at the PSB. VOTE: Unanimous.

APPOINTMENT

Acting Town Clerk – Andrea Carlson for term to expire at the next Annual Town Election

Lombardo explained that the personal issues that prohibited Andrea Carlson from being appointed as Acting Town Clerk have been resolved and the interim Town clerks that were appointed have said Carlson is ready for the position. One of the retired Town clerks will support Carlson during election times. Maddern entertained a motion to appoint Andrea Carlson as Acting Town Clerk. Neill so moved. Scuteri seconded the motion. VOTE: Unanimous.

Motor Vehicle Hearing Officer – Michael Lombardo to a term expiring June 30, 2015

Discussion ensued about filling motor vehicle hearing officer position after the retirement of Town Clerk Jane Wetson who recommended Lombardo for the role. The Town is finding staff to fill this position as well as to handle insurance responsibilities

that Wetson had managed. Maddern entertained a motion to appoint Michael Lombardo as Motor Vehicle Hearing Officer. Johnson so moved. Scuteri seconded the motion. Hubbard opined about whether or not this was a good use of the Town Manager's time and questioned if this would be an unbiased situation if there was a negative finding with a resident. Lombardo responded that the Town holds 1 to 3 motor vehicle hearings a year and he felt he would be unbiased and bring consistency to the position. Johnson suggested that the Town Clerk would have been in the same position as the Town Manager. Discussion addressed how Lombardo had served the community objectively and well in his role holding dog hearings. Neill and Scuteri expressed support for Lombardo in this position. VOTE: 4-1 with Hubbard opposed.

COA Board of Directors – Stephen A. Walsh for a term expiring June 30, 2015

Maddern entertained a motion to appoint Stephen A. Walsh to the Council on Aging Board of Directors for a term expiring June 30, 2015. Hubbard so moved. Scuteri seconded the motion. VOTE: Unanimous.

AGENDA

Discussion of Town Clock ownership

David Carey summarized how the clock in the Congregational Church is owned by the Town and is maintained by the Town for \$600 a year. Discussion was on the intent for the Town to give the clock to the church. Carey has been responsible for setting the clock. He noted it is located high up in the steeple and suggested it should be maintained by someone in the church. He added that Historic District Commission Chair Tom Catalano was in favor of the Town giving the clock to the church.

Lombardo described how an open process related to M.G.L. would be followed to give the Congregational Church the clock. He noted that the current clock has been repaired and replaced a couple of times. The legal agreement to transfer ownership will include conditions on location. Discussion addressed how the church bell would be electronically chimed by remote control on Memorial Day and Veteran's Day as well as every hour by computer. Maddern entertained a motion to authorize the Town Manager to conduct a process to transfer ownership of the clock as prescribed by Mass. General Law. Johnson so moved. Neill seconded the motion. VOTE: Unanimous.

Discuss necessity of rescheduling dates for Special Town Meeting scheduled for October 4, 2014 and date for Annual Town Meeting and Election in April. First Saturday protocol conflicts with Easter holiday.

Maddern explained that the Special Town Meeting date also needs to be changed because it is currently scheduled on Yom Kippur. It was noted that Hamilton is coordinating with Wenham on Annual Town Meeting dates.

Hubbard moved to close the warrant for the Special Town Meeting that was scheduled to be held on Saturday, October 4, 2014. The effect of the motion will be to cancel the Town Meeting that was scheduled to be held on that date. There were no items posted to the warrant. Scuteri seconded the motion. Discussion ensued about the two-step process where the open warrant for October 4, 2014 is closed and canceling the Special Town Meeting. Once this is done the Selectmen open a new warrant for Monday, October 6, 2014 STM and warrant articles will be posted and reviewed by Selectmen on September 15, 2014 to close the warrant. Also mentioned was need to define April date for Annual Town Meeting (Saturday, April 11, 2014 and warrant will be open in December) to prevent conflict with Easter holiday. In addition, the nomination papers' schedule and April election date will be shifted to correspond with the new ATM date. VOTE: Unanimous.

Johnson moved that the Board open the warrant for Special Town Meeting to be held on Monday, October 6, 2014 at 7 p.m. at the Hamilton Wenham Regional High School auditorium. Scuteri seconded the motion. Discussion ensued about warrant articles including to replenish Fin Com reserve, wage and salary contracts with two unions so compensation table will be voted to reflect this in addition to the budget, COA needs small budget adjustment, change facilities management to fulltime position, and statutes for acceptance. Any salary funding changes for library personnel will occur at ATM.

Hubbard opined on his lack of support for holding a STM citing difficulty in getting a quorum, union contracts under long term negotiation (the Town is fact finding with administrative assistants union) and suggested the warrant article items could wait until ATM. Finance Director Deborah Nippes-Mena explained how it takes the Finance Department weeks to do retroactive pay for union contract wage increases if the Town waits until ATM. Lombardo suggested in fairness to staff he preferred not to have staff wait six months to get their increases. Scuteri expressed interest in holding the STM and noted boards and committee members could attend to reach a quorum, and this is an opportunity to report to voters on Town projects. Johnson concurred. Lombardo noted

that the Board of Health is considering bylaw changes. Maddern mentioned that Senator Bruce Tarr and State Rep. Brad Hill could also provide an update at STM. VOTE: 4 to 1 with Hubbard opposed.

Preliminary discussion of Town Manager's goals

Discussion ensued about Town Manager's goals with Board providing input to Maddern who will compile the information which Selectmen will discuss in two weeks. Lombardo summarized goals (noting that some are complete) including recruit and fill Planning Director position (four candidates are meeting with Planning Board), restructure and create approved Department of Planning and Inspections by Planning Director, Personnel Policies and Procedures were adopted, Patton Park pool project is on a different time horizon, staff evaluation process, and substantial completion of landfill capping.

Maddern mentioned that the Board would look at long term goals for the Town Manager and they would not be driven by review process. Discussion was on key topics and ranking mechanism. Scuteri highlighted generating revenue such as develop approach for landfill, as well as address challenge with housing (i.e., affordability of new options in \$300,000 to \$400,000 range). Hubbard opined about the change to Town Manager form of government and high tax rate and how it could be reduced and stabilized by identifying efficiencies and determining if all services are necessary (i.e., landfill, cell towers, ECO) as well as joint efforts with Wenham, financial reporting such as actual versus budget reporting, develop job description for Town Manager and identify time consuming projects for this role (i.e., pool and turf field). He suggested that the Town Manager give a monthly progress report on the goals for the position and that the Town should be fair when new projects come up to optimize the Town Manager's time.

Johnson spoke to personnel changes (i.e., Finance Director, Planning Board Director, communications infrastructure), solar array at the landfill, smooth budget cycle with transparency and visibility, capital plan, and managing toward the tax rate. Neill mentioned the Collins report recommendation toward shared facility and equipment with public works relative to savings, and updating Town Hall for ADA accessibility as well as addressing cell tower coverage.

Maddern summarized topics as replacement pool jointly funded and operated by Wenham, increasing community awareness of Town funded services and tax dollar spending as well as structuring community outreach to encourage feedback and two-

way communication, CIP from employee standpoint, use of Town staff to lead strategic planning process with community, and cell tower coverage done cooperatively with Town boards and committees.

Lombardo stated that a strategic plan is essential through engaging the community and building consensus for Hamilton's future while ensuring goals align with what the community wants. He suggested a list of key goals should be developed that compliments the planning process. Maddern will develop a bulleted list from Selectmen's input on the Town Manager's goals and he would query Board members independently to prioritize items into a SMART goal format that Lombardo can respond to stating what he can accomplish. The Board is looking to complete the goal setting in two weeks' time.

Discussion of the Payment in Lieu of Taxes (PILOT) Program

Discussion ensued about organizations in Town that do not have a legal obligation to pay property taxes but could partner with the Town in some capacity (i.e., Gordon Conwell Theological Seminary gives Hamilton \$100,000 gift annually). Also, that these organizations consume Town services and there are real costs for Hamilton. Discussion addressed how there are as many as 63 children of seminarians attending the HWRSD and that \$100,000 does not cover the annual education cost. GCTS has offered to teach Chinese in the HWRHS, and to develop some of its land for housing that would be taxable and not owned by the seminary which would assist the Town with its need for more housing stock. Selectmen mentioned the importance of diplomatically conversing with these organizations to encourage partnership. It was noted that the Harborlight non-profit which has a facility in Town voluntarily pays property taxes. The Board agreed that Neill, who has a long term relationship with GCTS, would contact the seminary for a PILOT conversation, and that sequentially the Town will contact Pingree School for a similar PILOT conversation.

Set date for next Board of Selectmen meeting

The next Board of Selectmen's meetings will be held on Wednesday, August 27, and September 8, 15, and 29.

NEW BUSINESS

Consideration of topics for discussion at future Selectmen's meetings

Topics will include these discussed at the last Board meeting: housing for seniors in the \$400,000 price range, real estate assessment values, Town Manager goals, pool update relative to joint meeting with Wenham, next steps for landfill, policy for downtown improvements, downtown housing needs and maintenance, CIP, FY'15 budget discussion, and P.I.L.O.T. programs.

Maddern entertained a motion to adjourn at 9:01 p.m. Hubbard so moved. Neill seconded the motion. VOTE: Unanimous.

Respectfully submitted by Jane Dooley, Minutes Secretary

ATTEST:  _____
Clerk

